Sample Minutes Template

(Club/Association)Meeting

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

|  |  |
| --- | --- |
| **Item** | **Description** |
| 1 | Welcome and Introduction |
| 2 | Present: |
|  | Apologies: |
|  | Guests: |
| 3 | Declaration of interests |
| **Who** | **Conflict of interest disclosed** | **Note** |
|  |  |  |
|  |  |  |
| 4 | Acceptance of minutes of previous [committee or board] meetingProposed resolution: That the minutes of the [committee or board] meeting held on [date] be accepted.  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed  |
| 5 | Business Arising From Minutes5.1 |
| 5.2 |
| 5.3 |
| 5.4 |
| 6 | 6.1 Inward Correspondence |
|  |
| 6.2 Outward Correspondence |
|  |
| Proposed resolution: That the inward correspondence be accepted and the outward endorsed. |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 7 | Reports |
| 7.1 President’s ReportProposed resolution: That the President’s report be accepted  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 7.2 FinancialProposed resolution: That the finance report be accepted  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 7.3 OtherProposed resolution: That the (other) report be accepted |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 8 | Special Projects |
| 9 | General Business |
| 10 | Closure:And Date of Next meeting |
| **Time:** |  |
| **Date:** |  |
| **Place:** |  |

|  |  |
| --- | --- |
| **Minute taker:** |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Date:** |  |